

SPECIAL MEETING OF SERGEANT BLUFF PUBLIC LIBRARY BOARD

Tuesday April 11, 2023 6:00-8:00 PM CT
Sergeant Bluff Public Library Conference Room

AGENDA:

1. Review of current Sergeant Bluff Public Library Board of Trustees Bylaws.
 1. Any additions, changes or corrections will be presented at the April SBPL Board Meeting on April 19th

MINUTES:

1. Meeting convened at 6:00pm CT - Attendees: Michael Aguirre, Jenni McCrory, Shannon Maier, Deb Collins and Tami Coil. Carol Clark and Andrea Johnson stopped in after City Council Meeting.
2. Reviewed proposed bylaw amendments based on input from Aaron Lincoln (City Manager), Sarah Kleber (City Attorney) and Michael Aguirre (Board President).
 - a. We had copies of the current bylaws for reference and we went through the proposed changes on the big screen.
 - b. Adds, Changes, Deletions were recorded within the document and saved.
 - c. Revised proposed document will be shared with Board of Trustees as well as Aaron, Sarah and Library Director (attached along with previously approved bylaws from Nov 2017)
 - d. The proposed amendments will be presented at the next regular meeting to be held on Wednesday, April 19th, 2023.
3. Meeting adjourned at 7:15pm CT

Bylaws for **the Sergeant Bluff Public Library**
Sergeant Bluff, Iowa

Formatted: Highlight

Revised / Approved: 04/19/2023

Formatted: Highlight

ARTICLE I - NAME AND PURPOSE

1. The Sergeant Bluff Public Library Board of Trustees, hereafter referred to as the Board.
2. The Board will comply with the Iowa Code in all questions of library law and governance and will further comply with the regulations set forth in the **City of Sergeant Bluff's** library ordinance.
3. The Board's specific powers and duties are set forth in the library ordinance.
4. Terms of office. The term of office of the Board of Trustees shall be six (6) years, except members appointed to fill the balance of any term due to vacancy. **Trustees renewing their terms must be presented to the City Council for approval.** Each term shall commence on July 1st. Appointments shall be made every two (2) years of no less than two and no more than three Trustees, to stagger terms.
5. Vacancies. The position of any residential Trustee shall be vacant if the Trustee moves permanently outside the City limits. The position of the nonresident Trustee shall be vacated if the Trustee moves permanently outside the County limits. The position of any Trustee shall be vacated if the Trustee is absent from six (6) consecutive regular meetings of the Board, except in cases of sickness or temporary absence from the City. If any vacancy exists on the Board of Trustees caused by resignation, operation of this subsection, or otherwise, a successor for the residue of the term shall be appointed in the same manner as the original appointee. Successor appointments shall fill out the unexpired term for which the appointment is made.
6. Compensation. All Trustees shall serve without compensation, except their actual expenses, which shall be subject to reimbursement upon the approval of the City Council.

Formatted: Highlight

Formatted: Highlight

ARTICLE II - BOARD MEETINGS

1. The Board shall **hold regular meetings** on the third Wednesday of **the month** at 5:30 PM, **at least 10 months per year.** A quorum shall consist of four members (from its total membership of seven trustees). The Board shall comply with Iowa's Open Meetings law by printing and publicly posting a copy of its agenda 24 hours prior to the meeting. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection. The Library Director shall be present and participate at each **regular** meeting of the Board. The Board will follow Robert's Rules of Order as a general guide in conducting regular board meetings. **A special meeting of the Board may be called by the Board President as needed.** The Library year shall be the fiscal year July 1 to June 30.
2. Public Notice: The Board shall give public notice of the time, date and place of each **regular and/or special** meeting and its tentative agenda by posting the notice at least twenty-four (24) hours prior to the meeting. **Public Notice shall be physically posted at the Library facility and at the Sergeant Bluff Post Office public area.** All meetings of the board are open to members of the public who wish to observe. Non-board members who wish to address the board should request a place on the agenda not later than 24 hours before the time established for the meeting. The request may be directed to the **Library Director, Board President, Vice-President or Secretary.**
3. Order of Business:
 - a. Call to order with Roll Call
 - b. Approve agenda
 - c. Review and approval of the minutes of the previous meeting
 - d. Financial report and approval of expenditures
 - e. Public Forum
 - f. Reports: Library Director, **Committee(s) or Other**
 - g. Old business
 - h. New business
 - i. **Board education**
 - j. Call for agenda items for the next meeting
 - k. Adjournment
4. **The Library Director shall present an Annual Report of the Library to the Board of Trustees prior to presentation to the City Council.**

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

ARTICLE III - OFFICERS

1. Officers shall be the Board **President, Vice-President** and Secretary. These positions shall be elected **annually at the regular meeting in July. In the case of a vacancy, the office may be filled by election at any regular meeting. The newly elected officer will serve the remainder of the vacated term and may be elected to a full-term at the next regular election.**
2. The **Board President** shall preside at all meetings **and perform such other duties prescribed by law or which usually pertain to the office and** appoint all committees. In the absence of the **President, the Vice-President** shall assume the **President's** duties. The **Secretary** shall record all proceedings of the Board **and perform other clerical work as may from time to time be required by the Board.** The City Treasurer shall serve as the Board Treasurer and will be a non-voting member of the Board.

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

ARTICLE IV - COMMITTEES

1. **The Board and/or Board President shall appoint committees as necessary for carrying on the work of the Library.**
2. **Except as noted here in, each committee shall advise and/or make recommendations to the Board for action, but shall not take action themselves except as designated by the Board.**
3. **Each committee shall be composed of no less than two and no more than three volunteers from the Board.**
4. **The Board President, Vice-President, and Secretary shall constitute an executive committee whose duties shall be the general supervision of all officers and committees, and they shall exercise such executive powers as may from time to time be assigned them or as necessary to facilitate Library operations and management. The full executive committee may act on emergency or other pressing matters requiring action prior to a regularly scheduled meeting or when an assembly of the full Board is impractical. Any action taken by the executive committee shall be reported to the full Board at its next regularly scheduled meeting and the Board shall then vote to approve and confirm action taken or otherwise direct alternatives by a majority vote of the Board.**
5. **The following standing committees shall be charged as follows:**
 - a. **Personnel Committee:** This committee will be responsible for compiling and delivering evaluations of the Library Director as needed. All Board members shall complete and submit an evaluation form of the Library Director and submit it to the personnel committee. The City Administrator or other designee will sit in on any evaluation from the standpoint that the Library Director is a City employee. The personnel committee and City Administrator or other designee may also be assigned to address personnel matters and make recommendations. The Library Director may, at his/her discretion, request the personnel committee to assist with evaluations and/or disciplinary actions for the Library staff.
 - b. **Policy Committee:** The policy committee will be responsible for assisting and advising the Library Director and/or the Board in setting and revising Library policies, rules and regulations.
 - c. **Advocacy Committee:** This committee shall work for the betterment of library services in the community by advocating for funding, communicating with stakeholders and community organizations, and promoting library services to community members. This committee will be responsible for assisting and advising the Library Director in planning fundraising for the Library.
 - d. **Other committees shall be appointed as needed by the Board and/or Board President to carry out work of the Library.**

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

ARTICLE V – LIBRARY DIRECTOR

1. The Library Director shall be hired and supervised by the Library Board of Trustees and shall receive remuneration for service.
2. **The Iowa Library Board of Trustees Handbook shall inform and guide the Board and Library Director regarding their respective roles and responsibilities.**
3. Guidelines **and job description** for the Library Director will be defined by the Board, including hours of operation, as needed.
4. In accordance with Iowa Code 22.2 and 22.7.13 library records are considered confidential. The Library Director shall be the custodian of the public library records.
5. **The Board, Officers and/or Committees may consult with the City Administrator or other designee regarding issues of supervision and library personnel management and policies for City employees.**

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

ARTICLE VI – MATERIALS AND FINES

1. Fines will be levied for any library materials **overdue, damaged, lost or stolen**, with the rate of fines set by the Board.

Formatted: Highlight

2. Renewals can be made on all checkouts.

ARTICLE VII - AMENDMENTS

1. These bylaws may be amended at any meeting of the Board with a quorum present, by two-thirds vote of the members present.
2. No notice in advance of the meeting is required for amendments.
3. The bylaws shall be reviewed and re-approved at least every three years.
4. The bylaws shall be available to the public by request.

Formatted: Highlight

DOCUMENT HISTORY:

- 1/10/2017 – City Council voted/approved establishment of Library Advisory Committee
 - 3/14/2017 – First Reading of Library Ordinance
 - 4/11/2017 – Second Reading of Library Ordinance
- 10/23/2017 – Bylaws draft created
- 11/15/2017 – Bylaws approved by Board of Trustees

Formatted: Highlight

ADDENDUM:

**CHAPTER 27
PUBLIC LIBRARY BOARD**

- 27.01 Free Public Library Created
- 27.05 Power to Contract with Others for the use of the Library
- 27.02 Public Library Board of Trustees 27.06 Nonresident Use of the Library
- 27.03 Organization of the Board 27.07 Library Account 27.08 Annual Report
- 27.04 Powers and Duties 27.08 Annual Report

27.01 FREE PUBLIC LIBRARY CREATED.

There is hereby established a free public library for the City, to be known as the Sergeant Bluff Public Library. A Public Library Board of Trustees is hereby created to advise the Council on the needed facilities and funds to provide for a free public library.

27.02 PUBLIC LIBRARY BOARD OF TRUSTEES.

A Public Library Board of Trustees is hereby created to advise the Council on the needed facilities and funds to provide for a free public library. The Public Library Board of Trustees (hereinafter for this chapter "the Board") shall consist of seven (7) members who shall be over the age of eighteen. Six (6) of the members shall be residents of the City of Sergeant Bluff. Residential Trustees shall be appointed by the Mayor with the approval of the City Council. One (1) of the members shall be a resident of Woodbury County residing outside the City limits of Sergeant Bluff. The non-resident Trustee shall be appointed by the Mayor with the approval of the Woodbury County Board of Supervisors.

27.03 ORGANIZATION OF THE BOARD.

1. Terms of Office. The term of office of the Board of Trustees shall be six (6) years, except members appointed to fill the balance of any term due to vacancy. Each term shall commence on July 1st. Appointments shall be made every two (2) years of no less than two and no more than three Trustees, to stagger terms.
2. Vacancies. The position of any residential Trustee shall be vacant if the Trustee moves permanently outside the City limits. The position of the non-resident Trustee shall be vacated if the Trustee moves permanently outside the County limits. The position of any Trustee shall be vacated if the Trustee is absent from six (6) consecutive regular meetings of the Board, except in cases of sickness or temporary absence from the City. If any vacancy exists on the Board of Trustees caused by resignation, operation of this subsection, or otherwise, a successor for the residue of the term shall be appointed in the same manner as the original appointee. Successor appointments shall fill out the unexpired term for which the appointment is made.
3. Compensation. All Trustees shall serve without compensation, except their actual expenses, which shall be subject to reimbursement upon the approval of the City Council.

27.04 POWERS AND DUTIES.

The Board of Trustees shall have and exercise the following powers and duties:

1. Selection of Officers. The Board shall meet and elect annually from its members a chairperson, a secretary, and such other officers as it deems necessary. The City Treasurer shall serve as the treasurer of the Board, but is not a member of the Board and shall not have any vote.
2. Library Operations. The Board shall have charge, control and supervision of the public library, its appurtenances, fixtures and any building or rooms containing the same. The Board shall direct and control all the affairs of the library.
3. Library Staffing. The Board shall employ a librarian, and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of the library, and fix their compensation; provided, however that prior to such employment, the compensation of the librarian, assistants and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof. The Board shall also have the authority to remove by a two-thirds vote of the Board, the librarian and provide procedures for the removal of assistants or employees for misdemeanor, incompetency or inattention to duty.
4. Library Materials. The Board shall authorize the librarian to select and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other library materials, furniture, fixtures, stationery and supplies and for the library within the budgetary limits set by the Board.

Commented [MA1]: Recommend this be changed to reflect same verbiage within the bylaws as: President, Vice-President, Secretary, and such other officers as it deems necessary.

5. Library Facilities. To the extent so authorized herein, the Board is authorized to plan, fundraise, prepare and provide for the construction of a library, separate from the current library, within an existing building or a free-standing structure, if so desired by the Board.

6. Library Usage. The Board is authorized to set terms for the use of the library by nonresidents of the City and to fix charges therefore.

7. Library Rules and Regulations. The Board is authorized to make and adopt, amend, modify or repeal rules and regulations, not inconsistent with these ordinances and any applicable law, for the care, use, governance and management of the library and the business of the Board. Such authorization shall include the authority to fix and enforce penalties for violations.

8. Financial Responsibilities. The Board has the exclusive responsibility to direct and control of the expenditure of all funds all sums of money appropriated to it, and to use and expend all gifts, donations or payments whatsoever which are received by the City for the public library or for the erection of library buildings. The Board shall also have the exclusive responsibility to direct and control all other moneys received by the library including fines and rentals collected, under the rules of the Board.

9. Management and Enforcement of Gifts to the Library. The Board shall **by** authorized to accept and control gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds, to take the title to said property in the name of the library. The Board may execute deeds and bills of sale for the conveyance of said property. The Board may expend the funds received by the library board of trustees from such gifts for the construction and/or the improvement of the library. The Board may enforce the performance of any conditions or designations for the benefit of the public library on gifts, devises and bequests made or accepted by the City by action against the City Council pursuant to Iowa Code section 336.3.

Commented [MA2]: Simple typo, correct to "be"

10. Records. The Board shall keep a record of its proceedings.

11. Historical Preservation. The Board shall have authority to make agreements with the local county historical associations, where such exist, and to set apart the necessary room and to care for such articles as may come into the possession of the association. The Trustees are further authorized to purchase subject to the allocation for such expenditures in the annual library budget necessary receptacles and materials for the preservation and protection of such articles as are in their judgment of a historical and educational nature.

27.05 POWER TO CONTRACT WITH OTHERS FOR THE USE OF THE LIBRARY.

1. Contracting. The Board may contract with any other boards of trustees of free public libraries of any other city, school organization, institution of higher learning, township or county, or with the trustees of any county library district for the use of the Sergeant Bluff Library by the respective residents of such organizations.

2. Termination. Such a contract may be terminated at any time by mutual consent of the contracting parties. It also may be terminated by a majority of the voters represented by either of the contracting parties, voting on the question to terminate which shall be submitted by the governing body upon a written petition of eligible electors in a number not less than five percent of those who voted in the area for president of the United States or governor at the last general election. The petition shall be presented to the governing body not less than ten days before the last day candidates may file nomination petitions for the election at which the question is to be submitted. The question may be submitted at any election provided by law which covers the area of the unit seeking to terminate the contract.

27.06 NONRESIDENT USE OF THE LIBRARY.

The Board may authorize the use of the library by nonresidents in any one or more of the following ways:

1. By lending books or other materials of the library to nonresidents on the same terms and conditions as to residents of the City, or upon payment of a special nonresident library fee.
2. By establishing depositories of library books or other materials to be loaned to nonresidents.
3. By establishing bookmobiles or a traveling library so that books and other library materials may be loaned to nonresidents.
4. By establishing branch libraries for lending books or other library materials to nonresidents.

27.07 LIBRARY ACCOUNT.

All money appropriated by the Council from the general fund for the operation and maintenance of the library shall be set aside in an account for the library. Expenditures shall be paid for only on the orders of the Board, signed by its president and secretary. Bookkeeping shall be handled by the City Treasurer. Payment will be made by warrant written by the City Treasurer for invoices submitted and approved by the president and secretary.

27.08 ANNUAL REPORT.

The Board shall make a report to the City Council and the Board of Supervisors immediately after the close of the fiscal year. This report shall contain statements of the condition of the library, the number of books added thereto, the number circulated, the amount of fines collected, and the amount of money expended in the maintenance of the library during the year, together with such further information required by the Council.

(Ch. 27- Ord. 651 - May 17 Supp.)

Commented [MA3]: Couple of corrections: Change "The Board" to "The Library Director", and change "the Board of Supervisors" to "Board of Trustees"

Bylaws for “The Library Project” Sergeant Bluff, Iowa

Approved 11/15/17 - Revised / Approved: XX/XX/XX

ARTICLE I - NAME AND PURPOSE

1. The Sergeant Bluff Public Library Board of Trustees, hereafter referred to as the Board.
2. The Board will comply with the Iowa Code in all questions of library law and governance and will further comply with the regulations set forth in the city’s library ordinance.
3. The Board’s specific powers and duties are set forth in the library ordinance.
4. Terms of office. The term of office of the Board of Trustees shall be six (6) years, except members appointed to fill the balance of any term due to vacancy. Each term shall commence on July 1st. Appointments shall be made every two (2) years of no less than two and no more than three Trustees, to stagger terms.
5. Vacancies. The position of any residential Trustee shall be vacant if the Trustee moves permanently outside the City limits. The position of the nonresident Trustee shall be vacated if the Trustee moves permanently outside the County limits. The position of any Trustee shall be vacated if the Trustee is absent from six (6) consecutive regular meetings of the Board, except in cases of sickness or temporary absence from the City. If any vacancy exists on the Board of Trustees caused by resignation, operation of this subsection, or otherwise, a successor for the residue of the term shall be appointed in the same manner as the original appointee. Successor appointments shall fill out the unexpired term for which the appointment is made.
6. Compensation. All Trustees shall serve without compensation, except their actual expenses, which shall be subject to reimbursement upon the approval of the City Council.

ARTICLE II - BOARD MEETINGS

1. The Board shall meet on the third Wednesday of every month at 5:30 PM. A quorum shall consist of 4 members (from its total membership of 7 trustees). The Board shall comply with Iowa’s Open Meetings law by printing and publicly posting a copy of its agenda 24 hours prior to the meeting. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection. The Library Director shall be present and participate at each meeting of the Board. The Board will follow Robert’s Rules of Order as a general guide in conducting regular board meetings. The Library year shall be the fiscal year July 1 to June 30.
2. Public Notice: The Board shall give public notice of the time, date and place of each meeting and its tentative agenda by posting the notice at least forty-eight (48) hours prior to the meeting. All meetings of the board are open to members of the public who wish to observe. Non-board members who wish to address the board should request a place on the agenda not later than 24 hours before the time established for the meeting. The request may be directed to the Chair, Vice Chair or Secretary.
3. Order of Business:
 - a. Call to order **with Roll Call**
 - b. Approve agenda
 - c. Review and approval of the minutes of the previous meeting
 - d. Financial report and approval of expenditures
 - e. Public Forum
 - f. Reports: Library Director/Others
 - g. Old business
 - h. New business
 - i. Call for agenda items for the next meeting
 - j. Adjournment

ARTICLE III - OFFICERS AND COMMITTEES

1. Officers shall be the Board Chair, Vice Chair and Secretary. These positions shall be elected at the annual meeting in July.
2. The Chair shall preside at all meetings, appoint all committees, and generally perform all duties associated with the office. In the absence of the Chair, the Vice Chair shall assume the Chair's duties. The Secretary shall record all proceedings of the Board. The City Treasurer shall serve as the Board Treasurer and will be a non-voting member of the Board.

ARTICLE IV - COMMITTEES

1. The Board shall appoint committees as necessary for carrying on the work of the Library.
2. Each committee shall act in an advisory capacity and shall report its recommendations to the full Board.

ARTICLE V – LIBRARY DIRECTOR

1. The Library Director shall be hired and supervised by the Library Board of Trustees and shall receive remuneration for service.
2. Guidelines for the Library Director will be defined by the Board, including hours of operation, as needed.
3. In accordance with Iowa Code 22.2 and 22.7.13 library records are considered confidential. The Library Director shall be the custodian of the public library records.

ARTICLE VI – MATERIALS AND FINES

1. Fines will be levied for any library materials kept past the due date, with the rate of fines set by the Board.
2. Renewals can be made on all checkouts.

ARTICLE VII - AMENDMENTS

1. These bylaws may be amended at any meeting of the Board with a quorum present, by two-thirds vote of the members present.
2. No notice in advance of the meeting is required for amendments.
3. The bylaws shall be reviewed and re-approved by the end of each fiscal year.
4. The bylaws shall be available to the public by request.

End Document

SERGEANT BLUFF PUBLIC LIBRARY BOARD OF TRUSTEES:

Board Member:	Started:	Term:	Term Expiration:	Comments:
Jenni McCrory	4/11/18	4-yr	Expires: June 2022	Replaced Max Boustead
Michael Aguirre	6/22/17	6-yr	Expires: June 2023	
Shannon Maier	6/22/17	6-yr	Expires: June 2023	
Deb Collins	6/22/17	2-yr	Expires: June 2023	Renewed 2-yr thru 6/22/19 Renewed 2-yr thru 6/22/21 Renewed 2-yr thru 6/22/23
Jane Schaar	6/22/17	4-yr	Expires: June 2025	Renewed 4-yr thru 6/22/25
Patrick Tisher	5/14/19	6-yr	Expires: June 2025	Replaced Ann Peterson
Robyn Morris	8/15/19	6-yr	Expires: June 2025	Replaced Dale Peterson

PREVIOUS BOARD MEMBERS:

Board Member:	Started:	Term:	Term Expiration:	Comments:
Max Boustead	6/22/17	4-yr	Expires: June 2021	Resigned Q4 2017
Ann Peterson	6/22/17	6-yr	Expires: June 2023	Resigned Jan 2019
Dale Peterson	6/22/17	2-yr	Expires: June 2019	Expired: 6/22/19